



**United States
Fish & Wildlife Service**

Memorandum

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Date

05/10/2005

From

AD - Budg, Planning & Hum Res

Subject

Financial Planning Services Reimbursement Program

Director's Order 180, signed November 18, 2004, established the Service's Financial Planning Services Reimbursement Program. This program allows permanent Service employees to seek reimbursement of costs associated with individual financial planning services as part of the Service's retirement education program. Eligible employees can receive reimbursement of 50 percent of the cost of financial planning services up to \$200, every three years. Additionally, eligible employees may receive the reimbursement within 12 months of retirement or other voluntary separation from the Service, regardless of the 3-year limit. The program requires that a certified financial planner must provide the financial services to qualify for reimbursement. Each employee is responsible for selecting a financial planner and any decisions made based on their advice. The Service does not endorse or recommend any financial planning service providers.

Detailed information about this program, including instructions on how to seek reimbursement, can be found in the Director's Order at <http://www.fws.gov/policy/do180.html>.

For further information about the Financial Planning Services Reimbursement Program, please contact your servicing human resources office.

Our mission is, working with others, to conserve, protect and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people.